



# Career and Technical Education Skills Certification Resource Guide

*A Practical Guide  
for  
CTE Instructors, Test Coordinators,  
and  
Educational Professionals*



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## INTRODUCTION

In the late 1980s, Career and Technical Education (CTE) began the process of implementing competency-based testing. Career and Technical Education first piloted tests in accounting, word processing and data processing.

In 1995, the Utah State Legislature prompted further development of the testing system when it determined that up to 20 percent of Career and Technical Education funding would be allocated based on student performance. Since that time, competency-based testing has grown to become an integral part of Career and Technical Education curriculum, program improvement and accountability strategies.

Participation in the Skill Certificate program is voluntary. However, all of the state's 41 districts and many charter schools participate in the program. Through participation, they can qualify for incentive funding based on their students' performance on the tests. The testing program has continued to grow, from over 53,000 tests taken in 1996-97 to over 195,000 tests taken in 2008-2009.

Tests are offered in all Career and Technical Education program areas, including Agricultural Education, Business Education, Family and Consumer Sciences, Health Science Education, Marketing Education, Technology Education, Skilled & Technical Sciences, and Information Technology. Over 130 tests are offered through the Skill Certificate program. Incentives are given to districts based on performance within each Career and Technical Education program area.

## PURPOSE

The primary purpose of the assessment system is to improve Career and Technical Education program curriculum and instruction through the use of incentives based on student performance. The Skill Certificate program is also used to report vocational and technical skill attainment for the accountability system mandated in the **Carl D. Perkins Career and Technical Education Improvement Act of 2006**.

The state Career and Technical Education Testing Center administers the Skill Certificate program, with districts receiving an incentive based on the performance of their students on the assessments in the various program areas. Students who pass the performance assessment and correctly answer eighty percent of the questions on the assessment receive a certificate that lists the standards measured by the test. While the assessment system is not a formal certification program, the certificates issued to students can be used when seeking a job or in applying for further education and training as evidence of their accomplishments.

When available, industry-developed and licensure certification tests are utilized. Examples include cosmetology, certified nursing assistant, dental assistant or aide, ASE, NATEF, ProStart, CCNA, CompTIA, Microsoft+-MCP, Oracle Certified Professional, Novell and others.

### SKILL CERTIFICATE COMMITTEE

In accordance with [R277-911-3](#) of the Utah Administrative Code, a program advisory committee has been set up to provide advice and assistance to the skills certification program. Membership is made up of CTE Directors and representatives from the regional consortium.

The Skill Certificate Committee helps strengthen collaboration between those responsible for Career and Technical Education certification programs and the communities they serve. The committee serves as a structured means for sharing guidance and formulating recommendations through a focused structure.

### STANDARDS AND OBJECTIVES

Utah's Skill Certificate program provides students with an opportunity to receive instruction aligned with standards and objectives set by the state of Utah and industry. Within each area of study, a set of standards and objectives have been developed for CTE courses. Standards are broad statements by category of knowledge and skills that describe what students should be able to do. Objectives are sub-standards or competencies included within a standard.

By first establishing a core set of skills identified by the state Career and Technical Education program specialists and teachers, with the support of business and industry, each of the assessments in the Skill Certificate program is designed to find out how individual students, programs, schools and districts are performing based on the standards that are used in each area of study.

### ASSESSMENTS

The CTE Skill Certificate program includes both an online *Objective Assessment* and a *Performance Assessment* administered by CTE teachers within a particular CTE program area. Students must pass both assessments in order to qualify for a CTE Skill Certificate.

#### State-Developed Performance Assessments

The performance assessment is a required component of the Skill Certificate program. In order to receive a Skill Certificate, students must achieve a level of moderate-to-high skill on all performance objectives included in the performance. Each element within the performance assessment is tied to a standard and objective from the course.

This portion of the assessment is completed in class and evaluated by the CTE teacher, and can be administered by the teacher at any time during the course. Students may be encouraged to repeat the objectives until they perform at the required moderately to highly skilled levels.

Below are things for instructors to remember:

1. Students should be aware of their progress throughout the course so that they can concentrate on the objectives that need improvement.
2. Students should be encouraged to repeat the objectives until they have performed at a minimum of 80% (**moderately to highly** skilled).
3. All performance objectives **MUST** be completed and evaluated prior to the objective test.
4. The teacher marks the performance in the online system.
5. The performance must be documented in the roll/grade book or summary score sheet(s).
6. A copy of the required performance and the class roll must be turned in to the Career and Technical Education Skill Certificate Testing Coordinator for an audit at the end of the school year.

For a list of the *required performance expectations* for each course, go to Career and Technical Education Skill Certificate Tests listed by Area of Study ([http://www.schools.utah.gov/ate/Skills/All\\_Tests.htm](http://www.schools.utah.gov/ate/Skills/All_Tests.htm)) and click the appropriate course exam. Then click on the “performance documentation” to access the performance skill checklist for that particular course.

### State-Developed Objective Assessments

An online objective assessment is another required component of the Skill Certificate program. The standards and objectives for each assessment form the basis of all questions included in each test. Each test item is linked to a single standard and objective, which is used for scoring, reporting and program improvement purposes. Particular standards may be weighted more heavily through the use of additional questions tied to that standard.

Each objective assessment has specific requirements, such as prerequisites and test length. The requirements for each assessment can be found by clicking on the test name on the [LIST OF AVAILABLE TESTS](#).

### Industry Assessments

The Utah State Office of Education encourages students to work toward a selected industry credential or license while pursuing a high school diploma. Schools that have students who pass an occupational assessment conferring certification or occupational competency from a recognized industry, trade or professional association qualify for skill certification funding.

The respective industry certification requirements, assessments procedures, and standards fall under the direction of the particular entity or agency granting the certification.

The following is a list of approved USOE industry exams.

A+ Essentials 984	CompTIA Security + 991	(NA3SA) Suspension and Steering 956
Adobe: Rich Media Communication 995	Computer Information Literacy 921	Nail Technician 906
Adobe: Visual Communication 997	Cosmetology 953	Novell CNA 998
Adobe: Web Communication 999	Dental Science IV (Externship) 723	Nurse Assistant (CNA) 974
Advanced Health Science 971	Electrician I (Apprentice) 952	Pharmacy Technician 972
AP Computer Science 901	Emergency Medical Technician (EMT) 973	Physics with Technology 961
Barbering 904	IC3 and Computer Core 922	PLTW Aerospace Engineering 967
Basic Esthetician and Skin Care 905	Intro to Emergency Medical Services 975	PLTW Computer Integrated Manufacturing 965
Biology: Ag Science and Tech 911	IT Technician 986	PLTW Digital Electronics 964
Cisco CCNA 982	Microsoft MCP (EACH) 996	PLTW Introduction to Engineering Design 963
Cisco CCNA Semester 981	MOS Access 925	PLTW Principles of Engineering 962
CIW Associate 994	MOS Excel or Excel Expert 924	Plumber I (Apprentice) 954
CIW Associate Design Specialist 993	MOS PowerPoint 926	ProStart I 931
CIW Site Dev Foundations Module v5 992	MOS Word or Word Expert 923	ProStart II 932
Commercial Aircraft Pilot 959	(NA3SA) Brakes 955	ProStart National Certification 933
CompTIA Linux + 990	(NA3SA) Electrical/Electronic Systems 957	Surgical Technician 976
CompTIA Network + 988	(NA3SA) Engine Performance 958	

## PRELIMINARY ASSESSMENT REQUIREMENTS

CTE takes appropriate measures to ensure that the integrity of items and assessments is not compromised. In order to help ensure the integrity of the program, assessments are delivered by trained teachers/proctors; all have read and signed the proctoring agreement. Assessments are delivered in class or at a designated computer lab, by proctors. In addition, each school has a designated assessment coordinator available to answer technical questions. If evidence suggests that items or assessments are being misused in any way, appropriate actions should be taken to discipline students, and to replace the items or the assessments as outlined in this policy.

In an effort to help protect the integrity of the online testing system, only registered CTE teachers or other approved test administrators may administer state CTE tests.

### **Instructor Agreements**

All teachers must sign an Instructor Agreement in September of each school year. Agreements are kept on file for one academic year. The Instructor Agreement is available at:

<https://www.precisionexams.com/pe/control/TeacherRegistration>

### **Test Coordinator Agreements**

The test coordinator is responsible to disseminate Skill Certificate testing information to CTE teachers. The CTE test coordinator is responsible for submitting copies of the performance documentation to the USOE on or before June 15.

All test coordinators must sign a Test Coordinator Agreement in September of each school year. The Test Coordinator Agreement is available at:

<http://spreadsheets.google.com/viewform?formkey=dDhFMGp6NnVtMzROYUFhd0prT1IYM0E6MA>

### **ONLINE OBJECTIVE TEST ADMINISTRATION**

In order to ensure the integrity of the program, assessments are delivered by trained teachers/proctors; all have read and signed the proctoring agreement. Assessments are delivered in class or at a designated computer lab, by proctors. In addition, each school has a designated assessment coordinator available to answer technical questions.

To protect the value of secured assessments whose psychometric integrity depends upon students not having prior access to test materials and vital test information, the disclosure of test data for the CTE program is based on certain ethical and legal obligations to provide data.

Online testing is set up and administered by the teacher.

### **Special Accommodations**

The USOE serves special populations as defined by the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV). This includes, but is not limited to, individuals with disabilities and individuals with limited English proficiency.

Students may require special accommodations for skills testing, as specified in an IEP, IRP, 504, LEP, or ELL plan. English language learners who are identified as pre-emergent (P) or emergent (E) are exempt from testing. The teacher must complete the following online ELL form.

<http://www.schools.utah.gov/ate/Skills/skills.htm>

### Online Objective Testing Rules

Only students enrolled in the corresponding course, grades 9-12, may take the CTE test. Students in other grades may NOT take the CTE skill tests, even if they are enrolled in the course.

Enrolled students can take an exam only once during the course. Students who are enrolled in a one-trimester/semester course and don't receive a certificate may request from the State Office to take the test again, provided they are re-enrolled in the same course during the same school year. This rule does not apply to students in a two-trimester/semester or year-long course who test at the end of the first trimester/semester.

It is important that tests are administered in a consistent manner and that every effort is made to maintain high ethics. Any violation to the testing rules and procedures for giving Skill Certificate tests will be considered a breach of professional ethics and will be referred to the Professional Practices Commission.

The following rules apply to all tests:

- The teacher is responsible for the security of the online tests.
- No talking during the test.
- No leaving the room by teacher or student while tests are being administered.
- Students may not supervise other students taking tests.
- Teachers must immediately suspend an assessment if cheating is observed.
- Tests may not be reproduced or reviewed by the students or teacher.
- Teachers MAY NOT preview a test, take the test, or create a key.
- Reference materials, texts, notes, etc., may not be used (unless specified).
- Each test must be completed in five school days once the test is begun by the teacher.
- Tests may not be given prior to 20 school days before the end of the trimester/semester without permission.



## Logging Into the System (Teachers)

### *Before the Test*

Go to: <https://precisionexams.com/usoe/welcome>

1. Select **Teacher Login**.
2. Enter your User ID (Usually your **Cactus ID**) and Password (**usoeutah**) unless you have updated/changed your password.
3. Select: **Add Class**.
4. Enter the Required Fields; create a class name and make this name unique if you teach multiple classes of the same course (i.e., 1st Computer Tech), as this is the field displayed on the next screen.
5. Select the appropriate options from the drop-down menus.
6. Select **Submit** (the class is saved).
7. Select **My Tests**, and then **Add Test**. Complete the required fields.
8. Select **Submit** (the test is saved) and a unique Test Code has been created for that class.

### *The Day of the Test*

1. Students need to register ONCE in the school year before they can test (see student login instructions).
2. From the **My Tests** tab, find the **Test Code** for the class.
3. Provide students with the Test Code. Students will log in using the Test Code.
4. Select **Proctor** to view the students' names as they import into the class/test list screen.
5. The Test Code also appears on this screen in the left side. Select students to test (click on the box by each name), then select **Authorize**. The exam is now available to your students. You can select all the students at once or each individually.
6. Before printing certificates, you must record the required performance evaluation. This is done by selecting all students, choosing YES from drop-down menu, and clicking on **Req Complete**. "Y" will load in the column. Individually select the students who have not completed ALL the required performance objectives at the 80% level, and select No. A Y or N will appear on the Requirement Status field. Double-check the list to make sure it is accurate.
7. Print Certificates by selecting **All Students**, and then click on the **Print Certificate** link. A PDF will be created of the student names that have a Y in the Pass and Req. Complete columns. You can select one or more individual students and then click on the **Print Certificate** function.

## Logging Into the System (Students)

1. Go to: <https://precisionexams.com/usoe/welcome>.
2. Select **Login**. Select **Register Student** (small orange box) if the student has not registered before.
3. Complete the required fields. The student number is the **High School Student ID**. Select **Submit**.  
**Note:** Students only need to register **ONCE** a year. Once registered, students can take tests for any CTE class by entering their High School Student ID number, District, and Test Code.
4. The **Student ID** and **District** automatically fill in if students are registering and testing the first time. The student then enters the **Test Code** and selects **Go To Test**. If an error message appears, have the student reenter the Test Code, as sometimes it has been entered incorrectly.

5. After selecting **“Go to Test,”** a welcome screen appears, indicating the student is connected to the server. The student waits for the teacher to “authorize” his/her test (this may take several minutes).
6. Once the test has been authorized, the **“Proctor Authorization”** and **“Test Loaded”** boxes automatically update (a checkmark will appear in the boxes). Select **Start Test**, and begin the test.
7. To navigate through the test, use the **“Previous”** or **“Next”** buttons, or use the Navigation Pane and click on the specific test question button. **Note:** To move an object to an answer box, move the cursor anywhere in the box. The shape will snap into place when the mouse is released.
8. Students can use the flag option to select questions they want to mark to return back to. After completing the exam, select the **“Submit Test”** button. Then select the **“Close Test”** button.

## Time

The CTE program – a computer-based non-adaptive testing program – strives to achieve an item selection matrix that allows the majority of students to complete their assessment under non-speeded conditions.

The maximum time allowed for a CTE assessment is 90 minutes. Once the psychometric item selection process has concluded, analyses are performed to determine the optimal time students need to complete each item. On the basis of this information, a final round of item selection is performed to adjust completion times to the specified assessment sitting time. Item selection at this juncture is driven by the skill domain specifications in the test standards with the objective of preserving, in the first instance, the specified breadth of coverage, followed by depth of coverage.

## SCORING

The number of points possible for a CTE assessment varies, and each item is scored against the end result of a set of independent tasks within the assessment. While some items involve more tasks than others, because all tasks are scored independently, students are graded on their total assessment score rather than on a pass/fail basis per item.

Students’ total scores are categorized into one of three categories:

- Substantial: 80% correct AND performance objective met (certificate issued)
- Sufficient: 65% – 79% correct (certificate NOT issued)
- Below standard: Below 65% correct (certificate NOT issued)

## CERTIFICATES

Students who achieve a 3 or 4 (moderately to highly skilled) or an 80% (moderately to highly skilled) on ALL performance objectives and 80% on the written test will be issued a Career and Technical Education Skill Certificate.



Certification for licensure and national test information is given under the program area and title of certification or licensure.

## REPORTING

### Performance Documentation Accountability Report (Required)

Schools must turn in a required **Performance Documentation form**, completed by the teacher, for every test administered. All tests have a performance documentation form the teacher needs to complete (see Appendix D). Even if there is currently not a performance part of the test, there is a form to turn in. (Note: Class rolls are not to be submitted)

The Performance Documentation forms are located on the USOE website, on the test protocol page for that test: [http://www.schools.utah.gov/ate/Skills/All\\_Tests.htm](http://www.schools.utah.gov/ate/Skills/All_Tests.htm). Industry tests (900 numbers) are not included in the performance review.

### 1. Assembling the forms

- **ALL** the information on the top of the Performance Documentation form must be completed and signed by the teacher who evaluated the performance skills of the students tested.
- Combine all trimesters/semesters together for each test by teacher.
- Don't separate by semester/trimester or staple different test forms together.
- Assemble the school by test number.
- If there are multiple teachers giving the same test, put those tests forms alphabetically by the teacher's last name.
- Do not combine multiple schools together.

## 2. Returning the information

- The Performance Documentation forms collected each trimester/semester are kept by the test coordinator and submitted at the end of the school year.
- Put all forms in a manila envelope.
- Clearly label the outside of the envelope, "CTE Accountability Report."
- The documentation must be received by June 15.

Mail to:

Cindy Hales

Utah State Office of Education

P.O. Box 144200

Salt Lake City UT 84114-4200

## 3. Performance Documentation Accountability Report

- The submitted documentation will be compared to the CTE test state report.
- Teachers who did not submit a form for a test administered will be placed on probation for the next year (2010-11).
- Teachers who fail to submit a form for a performance test administered and who were placed on probation the previous year will not generate funding for any tests administered during the current year.

### Industry Certification Report (Required)

In order to qualify for Skill Certification funding, districts must submit student results to the USOE annually for the 41 approved exams (see Appendix E). All results must be received *on or before June 30*. Any data received after that deadline will be considered for funding the following year.

Instructions for reporting:

1. **All industry test results** must be submitted electronically to the USOE on the approved Excel form, available for download on the CTE Website (Skill Certificate Industry Test Report - [Excel](#)).
2. **Official verification** of results (a copy of actual test scores, license, certificate, etc.) from the industry testing entity, association, and agency must be submitted for each student tested. Verification documentation may be mailed or faxed to the USOE at 801-538-7868 *before June 30*.

### District-Level Reports

The following district reports are generated by the USOE and used for the purpose of accountability and performance analysis.

### ***Group Frequency Distribution (Teacher, School, District)***

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This report shows the frequency distribution (bar chart and table) for each raw score within a category range. The report also displays a table with the percent breakdown falling within a range. The bar chart displays a normal curve, mean score, standard deviation, and sample size.

### ***Group Item Analysis and Statistics***

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This report displays individual and aggregate test scores for a group of end-users. End-users are identified on the vertical axis (e.g., name or ID), while item IDs are displayed on the horizontal. Correct/incorrect responses are indicated by a colored **C** or **I**. In addition, the report displays the letter grade (if applicable) total score, percentile rank (PR), z-score, percent correct, number correct, and number incorrect. Users of this report have the option to “drill-down” to specific test questions in order to examine individual end-user responses.

### ***Individual Score Analysis***

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This report shows test statistics for individual end-users. The report displays item IDs, correct/incorrect, letter grade, total score, and percent correct. Users of this report have the option to “drill-down” to specific test questions and view individual end-user responses.

### ***Test Statistics and Item Analysis***

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This report shows overall statistics for individual assessments, including total points possible, maximum score, minimum score, range, mean raw score, mean percent score, median, SD, IQR and overall test reliability. In addition, the report shows individual item analysis statistics, including p-values, item reliability, reliability if item deleted, and item total score correlations. End-users of this report have the ability to sort by any of these fields.

### ***Distractor Analysis***

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For each item, this report shows the choices available, the correct choice, number of end-users selecting each response, the percentage that selected each response, and the difficulty value. Users of this report have the option to “drill-down” to specific test questions and view individual end-user responses.

### ***Normative Report***

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This report shows conversion tables so that a particular raw score value can be interpreted in terms of its relative location within the total score distribution. The report displays where an end-user stands in comparison to the normative sample (e.g., classroom, grade level, district, state) from the target population. The report shows this using percentile rank (PR) tables and z-score distributions.

### ***Criterion Report***

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This report shows the percentage of end-users who have passed the assessment over time (e.g., weekly, monthly, quarterly trend). Criterion-referenced assessments are those that have a passing standard.

## *Equating Report*

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The purpose of establishing equivalent forms is to create comparable scores on different assessments that measure the same construct. Developing equivalent forms helps to ensure assessment integrity by minimizing compromises to test security that can result from overexposure and/or assessment retakes. In addition, equating procedures enable test developers to adjust for test score variation between traditional paper-and-pencil and computer-based tests.

## STUDENT CONFIDENTIALITY

The CTE program does not disclose individual student data to third parties. Individual student data and aggregate reports are generated based on the following hierarchy:

- **Students:** No access to reports or scores
- **Teachers:**
  - **Teacher Report** – includes individual students' scores, scores by standards, and class average by standard
  - **User Reports** – search any student in the school and view any test scores taken by the student
  - **Test Report** – search any test and view the final scores for that test
  - **Class Report** – search any class and view the final scores for the test by class
- **School Test Coordinators:** Access to all of the teacher reports for all users in the school in addition to the following reports:
  - **Teacher Report** – for all teachers in the school
  - **District Report** – contains aggregate test information by school, by teacher, by test, number tested, and number sufficient and number substantial
  - **State Report** – contains aggregate test information by test, number tested, number sufficient, and number substantial
  - **District Administrators:** All of the above reports for all users in the district
  - **State Administrators:** All of the above reports for all users in the state

## DISCLOSURE OF PASSING STANDARDS

Since it is the intent that multiple forms of every CTE assessment be developed and managed at the same time, and the life-cycle for each assessment differs depending upon test volumes, passing scores are subject to change without notice and cannot be disclosed prior to test administration. However, upon completing an assessment a score report is made available to the test student indicating his/her assessment score and the score required to pass the assessment. Information about the range of passing standards for each assessment is not disclosed.

## Appendix A

# Frequently Asked Questions

### *Quick Objective Assessment Reference Guide for Teachers*

## Technical Support

For technical support please contact: [support@precisionexams.com](mailto:support@precisionexams.com)

For immediate assistance please call:

*1-800-470-1215 (Toll-free)*

*1-801-653-9356 (Utah County)*

*1-801-653-9305 (Utah County)*

## Teacher Training

- Where can I learn more about the new CTE online testing system?
  - Refer to the Teacher Training videos located on the CTE Welcome page: <http://www.precisionexams.com/usoe/welcome/training.php>
  - Refer to the Teacher Training videos located on the CTE Welcome page:
  - There are three training videos (all require Windows Media Player):
    - [Teacher Registration](#)
    - [Teacher Account](#)
      - Login
      - Add a class
      - Add an exam
      - Proctor an exam
      - Set performance requirements
      - Print certificates
    - [Student Account](#)
      - Registration
      - Login
      - Take an exam

## Before Testing

- What are the system requirements?
  - Internet Explorer version 7.0 or higher
  - Mozilla Firefox 3.0 or higher (highly recommended)
  - Enable JavaScript in your browser
  - Screen resolution 1024x768 or higher

- Disable pop-up blockers
- What if a student cannot log in?
  - Ensure that the student has registered. From the CTE Welcome Page ([www.Precisionexams.com/usoe/welcome](http://www.Precisionexams.com/usoe/welcome)), select the **Student Login** tab, and then **Register Student**.
  - Refer to the Teacher Training tab, **Student Account** video.
- What if a teacher cannot log in?
  - Ensure that the teacher has registered. From the CTE Welcome Page ([www.Precisionexams.com/usoe/welcome](http://www.Precisionexams.com/usoe/welcome)), select the **Teacher Registration** tab, and then follow the four registration steps.
  - Refer to the Teacher Training tab, **Teacher Registration** video.
- What if I don't know my CACTUS ID number?
  - Your CACTUS ID number is your state licensure number. If you do not have a CACTUS ID, or the system doesn't recognize your number, choose the No CACTUS ID option box from the Teacher Registration screen. Not all teacher licensure numbers are in the current testing database. A user ID will be generated for you (please allow 24-48 hours for processing).
  - Refer to the Teacher Training tab, **Teacher Registration** video.
- What if I can't see registered students in my class?
  - Registered students will not appear in the Class View until they enter the Test Code into the Student Login screen. Once this happens, they are immediately associated with a teacher and will show up in the teacher's class. Clicking on the refresh function on the teacher's screen will update the view.
  - Refer to the Teacher Training tab, **Teacher Account** video.
- Can students take a practice exam?
  - Yes. Any registered student can take a practice exam (e.g., Sample Test) in order to familiarize himself or herself with the exam interface. Follow the registration instructions for teachers and students, and then add a class and Sample Test to your teacher account.

## During Testing

- What if the test doesn't launch after the student enters the Test Code?
  - Try re-entering the **Test Code**. Test Codes are case sensitive; they are UPPERCASE, alphanumeric (i.e., they contain both letters and numbers), and eight characters in length.
- What if the student is "connected" to the test, but the test doesn't launch?
  - The teacher has not "authorized" the exam. From the proctor screen, select the student, then "authorize" the exam. The "Proctor Authorization," and "Test Loaded" boxes will update on the student screen. The student can then launch the exam.
  - Refer to the Teacher Training tab, **Teacher Account** video.



- What do I do if I authorize the student, but he/she doesn't get all three checkmarks to start the test?
  - Check the box next to the student's name in the proctor screen, pause the student, then resume his/her exam.
- What if a student accidentally hits the Submit Test button?
  - The student will see a "Warning" screen asking him/her if he/she is sure he/she wants to submit the test. Select "No." The test will not be submitted unless the student selects "Yes." If a student accidentally submits the test by selecting the "Yes" button, please contact technical support to re-open the test.
- What if the graphics aren't loading on the test?
  - Select the students from the teacher proctor screen and **Pause** the exam. Clear the cache on the browser, close it, and then log back in. If graphics still are not loading, contact technical support immediately.
- How do I clear the cache?
  - All browsers should be set to clear cache every time it is shut down:
    - Internet Explorer: Click on Tools -> Internet Options. On the General tab there is a check box labeled "Delete browsing history on exit." Click on "Delete" and put a check in all the boxes.
    - FireFox: Click tools -> Options, then click on the Privacy tab. Under History, click the drop-down box and select, "Use Custom Settings for History." Uncheck all boxes, then check "Clear history when Firefox closes" then click the Settings button, and put a check mark on all boxes. Click OK, then click OK again.
- What if the Internet connection is lost during the test?
  - Once the Internet connection is re-established, ask the student to log back in and launch the test using the Test Code. The teacher must re-authorize the exam. The students' answers should be saved, allowing them to resume where they left off before the Internet connection was lost. If their answers are not saved, contact technical support immediately.
- What if students have NOT finished testing, and the class period ends?
  - **Pause** the test and **resume** testing at a later time. Students' responses will be saved in the system. To pause and resume, select the students from the teacher proctor screen and select the **Pause** or **Resume** feature.
  - Refer to the Teacher Training tab, **Teacher Account** video.

## After Testing

- What if the student completed the test, but I don't see a score?
  - Contact technical support immediately.

- How do I print a certificate?
  - From the proctor view, select “Students,” then select “Print Certificates.” The Test Name and Student Name will launch in a PDF document. Load the pre-printed CTE Certificate paper in your printer, and print the certificate using the print function.
  - Refer to the Teacher Training tab, **Teacher Account** video.
- What if I know the student passed, but I still can’t print a certificate?
  - It’s likely that you have not set the Performance Requirements for the student. Before printing a certificate the Performance Requirements must be set to Yes.
  - Refer to the Teacher Training tab, **Teacher Account** video.

## More Questions

- Can students retake the Skill Certificate test if they do not attain the 80% certificate score?
  - Students may retake the same Skill Certificate test during the NEXT school year if they are enrolled again in the same class in which the test was administered.
- Can students retake the Skill Certificate test if they obtained a certificate and enrolled in the same class or related class in a new school year?
  - Students may retake the same Skill Certificate test during the NEXT school year if they are enrolled again in the same class in which the test was administered.
- When will I get my results?
  - Once online tests are submitted they may scored immediately. Reports and certificates are available immediately.
- How can I prepare my students for the state Skill Certificate test?
  - Teaching the standards and objectives keep the class on track with the needs of the test. The performance requirements should be incorporated into the course, and scoring may be used on the student grade. The results of the objective test may also be incorporated into the grading system. Reviewing the teacher report may assist the teacher to identify areas for improvement when teaching the course in the future.
- How can a student get a new certificate?
  - Replacement certificates during the same year may be obtained from the teacher. After the current year, the student must send the state Skill Certificate office a check made out to Garfield School District for \$2 with his/her name, the name of test, the approximate date of the test, and the teacher’s name.
- What kind of help can a teacher give a student during a test?
  - Instructors are not to give students any assistance.
- Where do I get the required performance documentation for my class?
  - The required performance documentation for every test are on the Skill Certificate Program Web site. Visit <http://www.usoe.k12.ut.us/ate/skills/skills.htm> and follow the appropriate program area links.

- Who is the Skill Certificate Test Coordinator at my school?
  - Check with your district's Career and Technical Education (CTE) director. He/she should be able to direct you to the assigned person.
- May I preview a test, so I know if I am teaching the right subject matter?
  - Teachers are not to preview state Skill Certificate tests.
- I have a special needs student or a student who is limited English proficient (LEP); do you have a special version of the test for him/her?
  - There is only one version of the test for all students. If the student has an Individualized Educational Plan (IEP), IRP, 504, LEP, or ELL plan and there are special provisions for helping the student, those provisions may be used in giving the Skill Certificate test.
- What do I do if students are absent?
  - The teacher has up to five school days to complete testing. The Test Coordinator will hold on to your class paper scans/headers for up to five days. The students must make up his/her test within this time period.
- How do I benefit from giving the Skill Certificate tests?
  - Teachers benefit from students gaining the necessary knowledge and skills as determined by state, industry and national standards. The district is able to generate funding from each certificate.
- Where do I go if I have additional questions?
  - The Test Coordinator is equipped to handle the various problems and questions that arise. Please utilize him/her. If he/she does not know the answer, the Test Coordinator can contact the Skill Certificate office.

## Appendix B

# *Objective Assessment “Crib Sheet”*

### Teacher Registration Instructions

1. Go to: <https://precisionexams.com/usoe/welcome>.
2. Select **Teacher Registration**.
3. Read the instructions and select the **Next** button.
4. Complete the required fields in Step 2; then select the **Next** button.
5. If you have entered the correct Cactus ID and you receive a message your ID is not in the system, check the “No CACTUS ID” box and continue.
6. Read and sign the electronic teacher agreement form in Step 3; select **Next**.
7. Select the **Next** button; registration is complete.
8. A confirmation email will be sent to your primary email address with your UserID and password.

### Teacher Test Administration Instructions

**Note:** You must be registered to continue. See above.

#### Before the Test

Go to: <https://precisionexams.com/usoe/welcome>.

1. Select **Teacher Login**.
2. Enter your User ID (usually your **Cactus ID**) and the Password (**usoeutah**) unless you have updated/changed your password.
3. Select **Add Class**.
4. Enter the Required Fields; create a class name, and make this name unique if you teach multiple classes of the same course (i.e., 1st Computer Tech), as this is the field displayed on the next screen.
5. Select the appropriate options from the drop-down menus.
6. Select **Submit** (the class is saved).
7. Select **My Tests**, and then **Add Test**. Complete the required fields.
8. Select **Submit** (the test is saved) and a unique Test Code has been created for that class.

#### The Day of the Test

1. Students need to register ONCE in the school year before they can test (see student login instructions).
2. From the **My Tests** tab, find the **Test Code** for the class.
3. Provide students with the Test Code. Students will log in using the Test Code.

4. Select **Proctor** to view the student's names as they import into the class/test list screen.
5. The Test Code also appears on this screen in the left side. Select students to test (click on the box by each name), then select **Authorize**. The exam is now available to your students. You can select all the students at once or each individually.
6. Before printing certificates, you must record the required performance evaluation. This is done by selecting all students, choosing YES from drop-down menu and clicking on **Req Complete**. "Y" will load in the column. Individually select the students who have not completed ALL the required performance objectives at the 80% level and select No. A Y or N will appear on the Requirement Status field. Double-check the list to make sure it is accurate.
7. Print Certificates by selecting **All Students**, and then click on the **Print Certificate** link. A PDF will be created of the student names that have a Y in the Pass and Req. Complete columns. You can select one or more individual students and then click on the **print certificate** function.

### Student Registration and Test Taking Instructions

1. Go to: <https://precisionexams.com/usoe/welcome>.
2. Select **Login**. Select **Register Student** (small orange box) if the student has not registered before.
3. Complete the required fields. The student number is the **High School Student ID**. Select **Submit**.  
**Note:** Students only need to register **ONCE** a year. Once registered, students can take tests for any CTE class by entering their High School Student ID number, District, and Test Code.
4. The **Student ID** and **District** automatically fill in if students are registering and testing the first time. The student then enters the **Test Code** and selects **Go To Test**. If an error message appears, have the student reenter the Test Code, as sometimes it has been entered incorrectly.
5. After selecting "**Go to Test**," a welcome screen appears, indicating the student is connected to the server. The student waits for the teacher to "authorize" his/her test (this may take several minutes).
6. Once the test has been authorized, the "**Proctor Authorization**" and "**Test Loaded**" boxes automatically update (a checkmark will appear in the boxes). Select **Start Test**, and begin the test.
7. To navigate through the test, use the "**Previous**" or "**Next**" buttons, or use the Navigation Pane and click on the specific test question button. **Note:** To move an object to an answer box, move the cursor anywhere in the box. The shape will snap into place when the mouse is released.
8. Students can use the flag option to select questions they want to mark to return back to.
9. After completing the exam, select the "**Submit Test**" button. Then select the "**Close Test**" button.

## Appendix C

# *District and School Codes*

<b>ATC 50</b>		Box Elder M.S.	408	Clearfield H.S.	706
Bridgerland ATC	045	Bridgerland ATC	045	Davis ATC	048
Davis ATC	048	Grouse Creek School	710	Davis Jr. H.S.	733
Horizonte Center Adult	750	Park Valley School	712	Davis High School	708
Mountainland ATC	061	<b>Cache 04</b>		Fairfield Jr. H.S.	402
Ogden Weber ATC	044	Bridgerland ATC	045	Farmington Jr. H.S.	409
Snow College, Rich	046	Cache H.S.	710	Kaysville Jr. H.S.	410
Southwest ATC	062	Mountain Crest H.S.	702	Layton High School	710
Uintah Basin ATC	047	North Cache Center	406	Legacy Jr. H.S.	424
<b>Alpine 01</b>		Sky View H.S.	706	Millcreek Jr. H.S.	411
American Fork H.S.	704	South Cache Center	410	Mountain H. S.	730
American Fork Jr High		<b>Canyons 14</b>		Mueller Park Jr. H.S.	413
School	404	Albion M.S.	401	North Davis Jr. H.S.	412
Canyon View Jr. H.S.	405	Alta High School	702	North Layton Jr. H.S.	414
East Shore H.S.	720	Brighton High School	705	Northridge High School	711
Lakeridge Junior High		Butler Middle School	402	South Davis Jr. H.S.	416
School	406	Canyons Tech Center		Sunset Jr. H.S.	418
Lehi H.S.	708	Crescent View M.S.	407	Syracuse Jr. H.S.	420
Lehi Jr. High School	408	Eastmont M.S.	403	Syracuse H.S.	716
Lone Peak H.S.	709	Hillcrest High School	706	Viewmont H.S.	712
Mountain Ridge Jr High	410	Jordan High School	708	West Point Jr. H.S.	422
Mountain View H.S.	711	Indian Hills M.S.	405	Woods Cross H.S.	714
Mountainland ATC 061		Midvale M.S.	404	<b>Duchesne 08</b>	
Oak Canyon Jr. H.S.	412	Mount Jordan M.S.	408	Altamont H.S.	704
Orem H.S.	712	Union M.S.	410	Duchesne H.S.	708
Orem Jr H.S.	414	<b>Carbon 05</b>		Duchesne School District	000
Pleasant Grove H.S.	716	Carbon High School	704	Roosevelt M.S.	304
Pleasant Grove Jr. H.S.	416	Helper Jr. H.S.	408	Roosevelt Jr.H.S.	404
Timberline M.S.	420	Mont Harmon Jr. H.S.	412	Tabiona High School	712
Timpanogos H.S.	718	<b>Daggett 06</b>		Uintah Basin ATC	047
Westlake H.S.		Daggett School District	000	Union High School	714
789		Manila High School	704	<b>Emery 09</b>	
Willowcreek M.S.	435	<b>DaVinci Academy 93</b>		Canyon View Jr. H.S.	404
<b>Beaver 02</b>		DaVinci Academy	700	Emery High School	706
Beaver H.S.	704	<b>Davis 07</b>		Green River H.S.	704
Milford H.S.	708	Bountiful High School	704	San Rafael Jr. H.S.	408
See Garfield SD 000		Bountiful Jr. H.S.	404	Southeast ATC	063
<b>Box Elder 03</b>		Canyon Heights H.S.	735	<b>Garfield 10</b>	
Bear River H.S.	704	Centerville Jr. H.S.	406	Bryce Valley H.S.	704
Bear River M.S.	404	Central Davis Jr. H.S.	408	Escalante H.S.	708
Box Elder H.S.	708			Garfield/Beaver/Kane SD	000

Panguitch H.S. 712

### **Grand 11**

Grand County M.S. 404

Grand High School 704

### **Granite 12**

Bennion Jr. H.S. 400

Bonneville Jr. H.S. 402

Brockbank Jr. H.S. 404

Central High School 740

Churchill Jr. H.S. 410

Cottonwood H.S. 702

Cyprus High School 704

Eisenhower Jr. H.S. 411

Evergreen Jr. H.S. 412

Granger High School 708

Granite Park Jr. H.S. 416

Granite High School 712

Granite Peaks H.S. 760

Granite Tech. Institute 775

Hunter High School 710

Hunter Jr. H.S. 418

Jefferson Jr. H.S. 419

John F. Kennedy Jr. H.S. 422

Kearns High School 714

Kearns Jr. H.S. 420

Matheson Jr. H.S. 423

Olympus High School 716

Olympus Jr. H.S. 424

Salt Lake-Tooele ATC 044

Scott Matheson Jr. H.S. 423

Skyline High School 718

Taylorville H.S. 722

Valley Jr. H.S. 428

Wasatch Jr. H.S. 432

West Lake Jr. H.S. 434

Young Parent School

(Granite) 616

### **Iron 13**

Canyon View H.S. 712

Cedar City H.S. 704

Cedar M.S. 304

Foothill H.S. 550/560

Parowan High School 708

Southern Utah University 047

Southwest ATC 062

Southwest Ed. Academy 750

### **Jordan 14**

Bingham High School 704

Copper Hills H.S. 703

Elk Ridge M.S. 413

Fort Herriman M.S. 417

JATC Sandy 740

JATC West Jordan 741

Joel P. Jensen M.S. 406

Oquirrh M.S. 409

Riverton High School 710

South Hills M.S. 415

South Jordan M.S. 411

Sunset Ridge M.S. 416

Valley High School 716

West Hills M.S. 414

West Jordan H.S. 718

West Jordan M.S. 412

### **Juab 15**

Juab High School 704

Mountainland ATC 061

### **Kane 16**

Big Water School 712

Kanab M.S. 310

Kanab High School 704

Lake Powell H.S. 714

See Garfield SD 000

Valley High School 708

### **Logan 39**

Bridgerland ATC 045

Logan H.S. 704

Mount Logan M.S. 404

### **Millard 17**

Delta High School 704

Delta M.S. 310

Delta Tech 715

Eskdale H.S. 712

Fillmore M.S. 320

Millard High School 708

### **Morgan 18**

Davis ATC 048

Morgan M.S. 304

Morgan High School 704

### **Murray 40**

Hillcrest Jr. H.S. 404

Murray High School 704

Riverview Jr. H.S. 412

### **Nebo 19**

Diamond Fork M.S. 320

Landmark High School 720

Maple Mtn. H.S. 702

Mapleton Jr. H.S. 408

Mt. Nebo Jr. H.S. 310

Mountainland ATC 061

Nebo Learning Center 735

Payson High School 704

Payson Jr. H.S. 408

Salem Hills H.S. 706

Spanish Fork H.S. 708

Spanish Fork Jr. H.S. 420

Springville High School 712

Springville Jr. H.S. 424

Young Parents

School (Nebo) 750

North Sanpete H.S. 704

### **North Sanpete 20**

North Sanpete M.S. 404

North Sanpete H.S. 704

### **North Summit 21**

Mountainland ATC 061

North Summit M.S. 304

North Summit H.S. 704

### **NUAMES 96**

NUAMES 700

Ogden Weber ATC 044

### **Ogden 37**

Ben Lomond H.S. 704

Highland Jr. H.S. 410

Mound Forth Jr. H.S. 412

Mount Ogden Jr. H.S. 416

Ogden High School 708

Ogden Weber ATC 044

Washington H.S. 730

### **Park City 22**

Ecker Hill M.S. 308

Mountainland ATC 061

Park City High School 704

Treasure Mtn. Int. 304

### **Piute 23**

Piute High School 708

### **Provo 38**

Centennial M.S. 404

Dixon M.S. 408

Independence H.S. 730

Mountainland ATC 061

Provo High School 704

Slate Canyon Center 555

Timpview High School 712

### **Rich 24**

Bridgerland ATC 045

Rich M.S. 304



Rich High School	708
<b>Salt Lake 36</b>	
Bryant M.S.	404
Clayton M.S.	408
East High School	704
Glendale M.S.	412
Highland High School	708
Hillside M.S.	416
Horizonte Center	750
Northwest M.S.	440
Salt Lake Career and Tech Center	749
West High School	716
<b>San Juan 25</b>	
Albert Lyman M.S.	308
Monticello High School	704
Monument Valley H.S.	706
Navajo Mountain H.S.	712
San Juan High School	708
Whitehorse High School	710
<b>Sevier 26</b>	
Cedar Ridge H.S.	716
North Sevier M.S.	310
North Sevier H.S.	704
Red Hills M.S.	330
Richfield High School	708
Snow College, Richfield	046
South Sevier M.S.	
South Sevier H.S.	712
<b>South Sanpete 27</b>	
Ephraim M.S.	304
Gunnison Valley M.S.	302
Gunnison Valley H.S.	704
Manti High School	708

<b>South Summit 28</b>	
Mountainland ATC	061
South Summit H.S.	704
South Summit H.S.	304
<b>Tintic 29</b>	
Tintic High School	704
West Desert H.S.	708
<b>Tooele 30</b>	
Clark Johnsen Jr. H.S.	408
Dugway High School	704
Grantsville Jr. H.S.	308
Grantsville High School	708
Stansbury H.S.	720
Tooele High School	712
Tooele H.S. South	740
Tooele H.S. Home	745
Wendover High School	714
<b>UCAS 91</b>	
UCAS	700
<b>Uintah 31</b>	
Uintah Basin ATC	047
Uintah High School	704
Vernal Junior High	408
Vernal M.S.	310
<b>Wasatch 32</b>	
Mountainland ATC	061
Rocky Mtn. M.S.	312
Tipanogas Intermediate	412
Wasatch High School	704
Wasatch Mountain Jr. H.S.	412
<b>Washington 33</b>	
Desert Hills M.S.	403
Desert Hills H.S.	703

Dixie High School	704
Dixie Middle School	404
Enterprise High School	712
Fossil Ridge Intermediate	320
Hurricane High School	716
Hurricane Middle School	408
Millcreek High School	718
Pine View High School	720
Pine View M.S.	420
Snow Canyon H.S.	725
Snow Canyon M.S.	425
Washington Online	200
<b>Wayne 34</b>	
Wayne Middle School	704
Wayne High School	704
<b>Weber 35</b>	
Bonneville High School	701
Canyon View	180/420/810
Fremont High School	706
North Ogden Jr. High	402
Ogden Weber ATC	044
Orion Jr. High	405
Rocky Mountain Jr. H.S.	403
Roy High School	708
Roy Jr. High	404
Sandridge Jr High	406
Snowcrest Jr. High	412
South Ogden Jr. High	408
T.H. Bell Jr. High	410
Two Rivers H.S.	730
Wahlquist Jr. High	416
Weber High School	704



**Appendix D**  
(Sample)  
**CTE Skill Certificate Test**  
**Performance Documentation**

**This document must be submitted to the test coordinator at the end of each testing trimester/semester.**

**Course: Leadership Principles**

**# Students in course: \_\_\_\_\_**

**Test Number: 418**

**# Students tested: \_\_\_\_\_**

**School: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Instructor's Name: \_\_\_\_\_**

This is to verify that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Explain why it is important to understand the history of leadership.
2. Write on the definition of leadership and how leadership is not management.
3. Describe the evolutionary process of leadership theory.
4. Describe your personal leadership style.
5. Write down and evaluate a possible vision for an organization.
6. Identify the key ingredients of goal setting.
7. Identify the time management skills to increase productivity.
8. Describe the four styles of communication.
9. Describe why it is important for leaders to appreciate diversity.
10. Identify the situational factors affecting individual vs. group decision making.
11. Determine the sources of power and discuss how power is used in organizations.
12. Describe team-building and identify ways to become an effective team member.
13. Discuss the course of action an organization would follow to create change.
14. Explain your commitment to an ethical life.
15. Determine and discuss the skills necessary to becoming a leader.

Each performance is documented and kept on file by the teacher for one year. (Check the documentation method used.)

- ☐ Individual student performance tracking sheets
- ☐ Class period summary score sheet
- ☐ Recorded and identified in the class grade book

**Instructor's Signature: \_\_\_\_\_**

